

## **Document Recording, Management, and Imaging**

Along with the Mayor and/or City Manager, the City Clerk attests to official documents. Also, the Clerk records documents with the County Clerk, as appropriate.

The City Clerks office makes sure that all public notices are advertised on time, as required by law. The City Clerks office is responsible for coordinating secretarial assistance and transcription of minutes for all City Council advisory boards .

With the implementation of the OptiView software, the City Clerks office is able to electronically store documents to save space, with a view toward eliminating an off site storage facility and facilitating research to comply with requests for information from both the general public and City Staff.

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<http://www.miamisprings-fl.gov/cityclerk/document-recording-management-and-imaging>